



Workday Payroll Guidance for Human Resource Associates

To ensure timely and accurate payroll processing, please note the timeline below and follow the recommended steps each payroll cycle.

Last Wednesday of the Pay Period

New employees MUST be entered in Workday and Sup Orgs updated to ensure timesheets generate accurately on Thursday. Please make sure all employees in your agency are accounted for and Sup Orgs are updated so approvals route to the correct managers.

Last Day (Thursday) of the Pay Period

Employee timesheets must be submitted by end of business (EOB).

Who Needs to Submit a Timesheet?

Hourly employees are required to enter time for all hours worked and **MUST** submit a timesheet to be paid.

Salaried employees are only required to enter a timesheet if certain conditions are met (per the [Enter and Submit Time Smart Guide](#)):

- They are not “active” the entire pay period - meaning the employee is not in “paid” status for an entire pay period.
Examples of this are:
 - New hires after the pay period start date
 - Terminated employees with termination date prior to the pay period end date
 - Salaried employees with a Leave of Absence effective during **part** of the pay period
- They worked extra hours (beyond their assigned/scheduled hours) and also had unpaid time off in the same pay period
- They are required to enter [Work Reporting Codes](#) during time entry.
- They are eligible to earn additional pay such as standby, call-back, shift differential
- They receive overtime during the pay period pursuant to any Governor’s Public Health Proclamation in effect.

How can employees determine whether they are Hourly or Salaried? Hourly vs salaried status is indicated on the compensation tab of the employee’s profile.

(more)

All Employees on Continuous or Intermittent Leave of Absence with unpaid or paid time-off during **part** of the pay period **MUST** have a timesheet submitted and approved that includes the applicable “time-off” with their existing Leave of Absence. A Manager or HRA must complete the timesheet on the employee’s behalf if he/she is unable to do so. (Contact the DAS Leave Administration Team with specific questions: LOA@iowa.gov.)

Friday after the Last Day of the Pay Period

Managers must approve timesheets and time off/absence requests by EOB Friday.

**** HRAs - All corrections, changes, or business processes affecting employee pay for the pay period must be submitted by EOB Friday.
All other requests will be processed in the next payroll cycle. ****

To ensure timelines are met, HRAs should run the following reports on Friday afternoon. Type the report name in the search bar to locate.

- **Time Audit: Hourly Workers with No Time Report** to identify hourly workers with incomplete timesheets. Hourly workers **MUST** complete a timesheet to be paid.
- **Time Audit: Workers with Time Entered but not Submitted Report** to identify timesheets yet to be submitted. Check timesheets for completion and any errors that may be preventing time from being submitted. Workers with time entered **MUST** be submitted to be paid.
- **Alert: Workers with Time Submitted but not Approved Report** to identify timesheets to be approved. Submitted timesheet hours **MUST** be approved in order for the worker to be paid.
- **Time Off Audit: Time Offs Submitted but Not Approved Report** to identify time off requests yet to be approved. Time off requests **MUST** be approved in order for the worker to be paid for the hours.
- **Pay Register Worker Gross and Net Pay by Company Report** to identify salaried workers who entered timesheets. Export results to a spreadsheet, then filter by salaried and less than 80 hours. If a salaried employee has entered time, they will only be paid for the time entered. Salaried employees who have entered a timesheet **MUST** enter hours actually worked during the pay period to be paid correctly. (Salaried employees are only required to enter time if certain conditions are met. See above or refer to the [Enter and Submit Time Smart Guide](#) for specifics.)

Monday after the Last Day of the Pay Period

- All timesheets will be locked at 9:00 p.m. any updates or changes cannot be made until after payroll has been processed.

If you have questions or need assistance, please contact WorkSmart Support: 833-WRK-SMRT (833-975-7678) or submit a ticket at WorkSmartSupport.iowa.gov.